

To the Director.

Recd  
13 Feb 79

DD/A Registry
49-05781

Executive Registry
79-441

Dear Sir,

I write to request that you establish a policy on smoking within Agency spaces.

The Surgeon General has determined that other people's smoking is a hazard to one's own health. Smoking by others is not merely an inconvenience.

In my particular situation, for example, a person who smokes constantly has recently been assigned to share my office. Ours is an older building without central air conditioning. Heating is by hot water radiator. Thus in winter, when the windows are shut, there is no air circulation through this room. Smoke, thick enough to be visible, hangs in the room all day long. I see no reason why I should be forced to suffer an increased risk to my health just because this other person is indifferent to his own.

You might ask, why don't I speak up and ask him not to smoke while he is in the office. Simply put, I have, and he will continue to smoke in the office if he wishes to. But more than that, there is no reason why those of us who don't wish to be poisoned should have to stand up and make a fuss about it.

A copy of the DOD smoking policy is attached.

Please forgive my not signing my name, but I don't wish this to become a personal fight. Indeed, I'm sure I speak for many others.

cc: Office of Medical Services

## DOD SMOKING POLICY

THE Surgeon General of the United States has determined that the smoking of tobacco can constitute a hazard to health. DOD recognizes the right of individuals working or visiting in DOD occupied buildings to an environment reasonably free of contaminants. DOD also recognizes the right of individuals to smoke in such buildings, provided such action does not endanger life or property, cause discomfort or unreasonable annoyance to nonsmokers, or infringe upon their rights.

### DOD POLICY

1. The smoking of tobacco products within DOD-occupied space shall be controlled in accordance with these guidelines:
  - a. Auditoriums: Smoking shall not be permitted.
  - b. Eating Facilities: No-Smoking areas will be established in eating facilities in DOD-occupied buildings wherever practicable.
  - c. Elevators: Elevators shall be designated as No-Smoking areas.
  - d. Shuttle Vehicles: Smoking is prohibited in shuttle vehicles.
  - e. Medical Care Facilities: In medical care facilities, smoking shall be restricted to staff lounges, private offices, and specially designated areas.
  - f. Conference and Classrooms: Smoking in conference rooms and classrooms shall be prohibited.
  - g. Work Areas: In establishing and continuing a smoking policy in work areas under their jurisdiction, officials must strive to maintain an equitable balance between the rights of nonsmokers and smokers. Smoking shall be permitted in private offices. In common work spaces shared by smokers and nonsmokers, smoking shall be permitted only if ventilation is adequate to remove smoke from a work area and provide an environment that is healthful. Work space may be planned to accommodate the preferences of each group, provided that (1) efficiency of work units will not be impaired; and (2) additional space or costly alterations will not be required. As a general rule, a minimum ventilation rate of 10 cubic feet of fresh air per minute per person is recommended to remove smoke from a work area and provide a healthful environment.
  - h. Corridors, Lobbies and Restrooms: Except in medical care facilities, there should be no limitation on smoking in corridors, lobbies, or restrooms.